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## MINUTES

Wednesday, April 12, 2006

8:30 a.m. – 10:30 a.m.

Missouri Department of Transportation, Creek Trail Drive

The April 12, 2006 meeting was called to order at 8:30 a.m. by Co-Chair Micki Knudsen. Micki announced Pat Murphy, DMH, and Les Balty, DOLIR, are the new SHRMC's co-chairs. This will take effect in May. Micki also offered up MoDOT's Creek Trail facility as the site for the May SHRMC meeting.

### **Agenda Items**

#### **Committee to Aide State Employees (C.A.S.E.) – Gayla Vandelight, Charitable Campaign Manager\***

Gayla explained how C.A.S.E. helps state employees who have experience a catastrophic illness, injury, or event. She asked for volunteers to serve on the board.

#### **OA Personnel Issues – Chester White, OA**

Chester thanked all of the agencies that gave feedback on the exams. He also stated that Commissioner Keathley will go to the legislature next year for money to improve more updates on exams. Regarding the pay plan, public defenders will be included in the recommendations for the next pay plan. Chester asked everyone to be patient with O.A. Personnel as they are understaffed. They are going to try to get three FTE's back next year.

#### **Advertisement Statewide Contract – Greg Baker, Missouri Press Service, Inc.\***

Missouri has a statewide contract with Missouri Press Service, Inc., to place advertisements in newspapers across multiple counties, statewide, or in multiple states. Their roll is to place advertisements in newspapers on behalf of state agencies. Missouri Press has a statewide directory, which list all media in Missouri. If you need information on how to contact certain media, they are able to assist you with that also. Their email address is [mopressads@socket.net](mailto:mopressads@socket.net).

#### **Update on CitiStreet – Allen Scott, OA\***

Allen handed out a timeline for the transition between PEBSCO and CitiStreet. There will be a four-day blackout period where no transactions will be allowed. A representative from CitiStreet will be contacting each agency to set up seminars.

**SAM II Update – Vandee DeVore, OA**

Vandee stated that the deferred compensation is going electronic and there will be no more cards except on one-time lump sums. When a new employee signs up for deferred compensation, payroll can fill out the state match at that time, which after one year will automatically start the match. Vandee related that benefit eligible does not determine if an employee gets the state match or not. The main criteria for a state employee to be eligible for the state match is they have to be contributing at least \$12.50 per pay period and work for the state for one year. Vandee reminded everyone of the fiscal year end. There will be very tight time constraints and we may only have one day to enter in time, so please plan ahead. The Division of Accounting is working with MOSERS piloting placement of pay stub information. This starts on April 14. Regarding direct deposit, there will be an interface between HR and Financial. When you enter information into HR Payroll, it will automatically be changed in Financial. Vandee related that DOR sent out their Courtesy Compliance Notices. In May, the reports will be sent to each agency that has employees who are not in compliance. Vandee wanted feedback on if she were to send out “Did You Know” emails every so often regarding SAM II HR and also putting them on OA’s website. Laura Mertens is the contact for SAM II HR training.

**OA Update – Gary Fogelbach, OA**

OA is anticipating agencies to submit repositioning in FY 2008. Gary stated to make sure you justify why you want to reposition with market data and turnover data. The Pay Plan Hearing is June 13, 2006, at 1:00 p.m., in Room 492. The FY 2007 Pay Plan is still on track at 4 percent.

**Next SHRMC Meeting: May 10, 2006, 8:30 a.m.**

**Location: MoDOT, 1320 Creek Trail Drive, Conference Room I-70**

**Meeting adjourned.**

**\*THE HANDOUTS FOR THESE TOPICS ARE BELOW.**

# **Committee to Aid State Employees, Inc. (C.A.S.E.)**

Formed: **1996**

Principal activity: To aid state employees due to hardships (from the original Articles of Incorporation of a Nonprofit Corporation)

MSECC Code: #8013

"MO state employees helping other MO state employees. C.A.S.E. provides temporary financial relief to state employees who have experienced a catastrophic illness, injury or event." Admin costs: 4%

## **Past donations:**

2003: \$22,369

2004: \$16,595

2005: \$18,003

2006: \$ 7,644

Currently: Only one board member (secretary-treasurer), no current Certificate of Good Standing, maintain a post office box and 800-number in Jefferson City

## **Requirements:**

- 1) The organization must have an active governing board, meeting at least quarterly.
- 2) A detailed annual budget must be approved by the organization's governing body in a format consistent with annual financial statements.
- 3) The organization must provide direct human health and welfare services, including those that support the environment, wildlife or habitat conservation.
- 4) The organization shall be a corporation in good standing and duly registered with the State of Missouri's Office of the Secretary of State.

## **MSECC info:**

In the event a participating charitable organization fails to adhere to eligibility requirements or policies and procedures of the MSECC, the Commissioner of Administration may withdraw eligibility at any time.

**Anyone interested in serving on the board should contact:**

Gayla Vandelicht  
MSECC Manager  
[Gayla.Vandelicht@oa.mo.gov](mailto:Gayla.Vandelicht@oa.mo.gov)  
573-751-6846

# Transition Timeline

Date	Event
Monday, April 17	<ul style="list-style-type: none"> <li>• Call center opens at 1-800-392-0925, option 3</li> <li>• Request a meeting</li> <li>• Ask questions about transition</li> </ul>
Monday, April 24	<ul style="list-style-type: none"> <li>• Transition meetings begin throughout the State</li> </ul>
Monday, May 1	<ul style="list-style-type: none"> <li>• Transition information brochure from CitiStreet mailed</li> </ul>
Friday, May 25	<ul style="list-style-type: none"> <li>• Last day to make account changes with PEBSCO via form (cutoff at 4:30 CT)</li> </ul>
Tuesday, May 30	<ul style="list-style-type: none"> <li>• Last day to make account changes with PEBSCO via automated phone system/ internet (cutoff at 2:59:59 CT)</li> </ul>
Wednesday, May 31 – Thursday, June 1	<ul style="list-style-type: none"> <li>• Personal Identification Numbers (PINs) from CitiStreet mailed (PINs provide full access for information and changes to your account)</li> </ul>
Wednesday, May 31 – Friday, June 2	<ul style="list-style-type: none"> <li>• Account assets and records transferred from PEBSCO to CitiStreet (contributions and distributions will still be made on schedule)</li> </ul>
Tuesday, June 6	<ul style="list-style-type: none"> <li>• LIVE DATE – Account access and transactions available at CitiStreet</li> <li>• Internet at <a href="http://mo.csplans.com">http://mo.csplans.com</a></li> <li>• Automated phone system and call center at 1-800-392-0925</li> </ul>
TBD	<ul style="list-style-type: none"> <li>• Account closing statements from PEBSCO mailed</li> </ul>
Friday, July 28	<ul style="list-style-type: none"> <li>• Account opening confirmation notices from CitiStreet mailed</li> </ul>



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### What is a Completed Ad and what is a Rough Ad?

**A Completed Ad** (sometimes referred to as "Camera Ready") is an electronic file containing the ad as it is to be placed (.pdf, .jpeg, .tiff). Though the ad may need to be re-sized or reformatted, typesetting shouldn't be required and the ad is generally considered to be in its final form.

**A Rough Ad** is one for which the copy points are provided but requires the services of Missouri Press Service to develop, layout and typeset the final ad for placement. Typesetting by MPS must be required by the client in order for the ad to be considered a Rough Ad.

\*For the specific details of the State of Missouri's contract with Missouri Press Service, see contract # C306021001.

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